

**OFFICE OF HUMAN RESOURCES
PERSONNEL NEWSLETTER**

December 1997

**SUBPOENAS AND OTHER DEMANDS FOR OFFICIAL
INFORMATION IN CONNECTION WITH LEGAL PROCEEDINGS**

From time to time, Lewis employees receive subpoenas or other demands from outside attorneys to testify or produce official documents or other official information in connection with a legal proceeding. Your responsibilities as a NASA employee regarding such demands are set forth in NASA's regulations concerning demands for information or testimony served on NASA employees (Title 14, Code of Federal Regulations, part 1263). These regulations are briefly summarized here.

"Official information" constitutes information in NASA's custody and control or which NASA personnel acquired as part of the performance of their official duties. "Legal proceeding" includes any proceeding before a court or administrative body conducting a legal proceeding. If you receive a demand for official information in connection with such a proceeding, even if NASA is not a party to the proceeding, you should notify the Office of Chief Counsel of the demand promptly. The Office of Chief Counsel will then obtain any necessary information from the party making the demand and make a determination as to whether the employee should testify or provide the official information.

These regulations only apply to demands for official information. If you are called upon to testify, in a leave status, concerning matters which do not concern your official employment, you need not inform the Office of Chief Counsel. If you have any questions, please contact Jerry Kennemuth in the Office of Chief Counsel at 3-2314.

GUIDELINES FOR NASA EMPLOYEES CONCERNING THE HATCH ACT

The following list contains examples of both permissible and prohibited political activities for NASA employees. Questions/concerns about the Hatch Act can be directed to the Office of Chief Counsel's Ethics Hotline at PABX 3-2222, Option 2.

While not on duty or on Government premises Federal employees:

May

- be candidates for public office in nonpartisan elections
- register and vote as they choose
- assist in voter registration drives
- express opinions about candidates and issues
- contribute money to political organizations
- attend political fundraising functions
- attend and be active at political rallies and meetings
- join and be an active member of a political party or club
- sign nominating petitions
- campaign for or against referendum questions, constitutional amendments, and/or municipal ordinances
- campaign for or against candidates in partisan elections
- make campaign speeches for candidates in partisan elections
- distribute campaign literature in partisan elections
- hold office in political clubs or parties including serving as a delegate to a convention

May Not

- use their official authority or influence to interfere with an election
- solicit, accept or receive political contributions unless both individuals are members of the same Federal labor organization or employee organization and the one solicited is not a subordinate employee.
- knowingly solicit or discourage the political activity of any person who has business before the Agency
- engage in political activity while on duty
- engage in political activity in any Government office
- engage in political activity while wearing an official uniform
- engage in political activity while using a Government vehicle
- be candidates for public office in partisan elections
- wear political buttons on duty

POLITICAL RECOMMENDATIONS FOR FEDERAL JOBS

Existing restrictions on political recommendations for Federal jobs have recently been modified. On September 16, 1997, Congress passed the Legislative Branch Appropriation Act, Public Law 104-197. This law amends 5 USC § 3303 to allow members of Congress to offer recommendations for personnel decisions in the Executive Branch. Examining officials may now receive and consider Congressional recommendations concerning the character or residence of applicants for competitive service positions. However, such recommendations may not discuss the qualifications of an applicant or assess the applicant's suitability for employment with a particular agency or in a particular job.

Additionally, the Act also amended 5 USC § 2302(b)(2). This amendment limits Executive Branch officials who have authority over personnel actions to solicit and/or consider recommendations concerning such actions based only on the personal knowledge or records of the person furnishing the recommendation. Any such recommendation or statement can only provide an evaluation of the individual's work performance, ability, aptitude, or general qualifications or the character, loyalty, or suitability of the individual.

If you have questions about the applicability of Public Law 104-197 to your specific situation, please contact Jaclyn Facinelli, of the Office of Chief Counsel, at PABX 3-2315, for guidance.

UPCOMING CTAP EVENTS

2-Day CTAPC Workshop
December 16-17, 9 a.m. - 3:30 p.m.

Adult Balanced Life Enhancement (ABLE)
December 18, 9 a.m. - 12 Noon

1-Day CTAPC Workshop
January 13, 9 a.m. - 3:30 p.m.

Start Your Own Business
January 14, 9 a.m. - 12 Noon

Focus on Resume
January 20, 9 a.m. - 12 Noon

Influencing Skills
January 22, 9 a.m. - 12 Noon

Communication Skills to Enhance Your Career
January 27, 9 a.m. - 12 Noon

Re-thinking the Ol' Resume
February 3, 9 a.m. - 12 Noon

Focus on Interviewing
February 5, 9 a.m. - 12 Noon

Cover Letter Workshop
February 19, 9 a.m. - 12 Noon

Adult Balanced Life Enhancement (ABLE)
February 19, 9 a.m. - 12 Noon

WORKLIFE REINVENTION

By Chuck O'Brien
CTAPC Counselor

If you woke up tomorrow and everything were perfect in your life, what would it look like?

Too much of a "pie-in-the-sky" question? Too unrelated to reality? According to Lauren Burnett of the Center for Inner Quality, if we can't answer the question or at least have some thoughts about it, it becomes nearly impossible to make a successful transition in our worklives.

Lauren advised that employees at all levels need to think of themselves as President of *I am, Inc.* and create their own "inner-net" to deal with the many workplace changes in nearly every organization. We need to become the "quality control agent" of our lives.

On October 8, Lauren told a group of about 30 NASA employees in a program called "WorkLife Reinvention--Reassessment, Redirection, Renewal" sponsored by CTAPC, that we must partner with change and that change is circular, not linear. Too many times we view impermanent things (jobs, relationships) as permanent. Our reactions to change are the keys to a successful reinvention of our careers. One of the changes most evident in the workplace is the need to assume total responsibility for our own careers. We become like turtles--carrying our house on our back-- as we move flexibly through jobs and even new careers.

One of Lauren's many concrete analogies is the comparison of how we react to change as being either like a rock--falling quickly and certainly to a specific, predictable end, or like a feather--remaining flexible, moving a little slower, allowing ourselves to react to our surroundings. Since change is constant, being a feather offers more possibilities and gives us more control over ourselves, the only thing we have any chance of controlling anyway.

Key to the process of managing change is taking stock of our own "shelf"--what are our skills, values, interests, and accomplishments. For instance, how many things do we do daily that are tied directly to our values? How "balanced" is our life? Are we spending too much time in one area (work, social, etc.) to the exclusion of other important aspects?

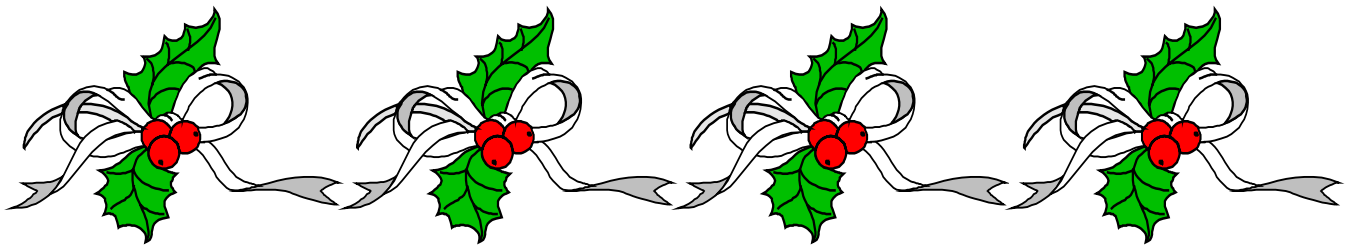
To help NASA employees answer the question of life balance, CTAPC sponsored another workshop on October 21 in which about 30 people took the *Adult Balanced Life Enhancement (ABLE)* Inventory. This new and nationally recognized personal assessment tool was administered by one of its authors, Marty Jaffe of InfoPlace at the Cuyahoga County Library. The tool emphasizes the importance of six dimensions--*physical, emotional, social, intellectual, occupational, and meaning/purpose*--as an interdependence system, where change in one area creates change in other dimensions. Marty stressed that to attain life balance, equal time does not have to be devoted to each area.

The ABLE Inventory was created to help workers in career transition deal with the high stress levels of career changes. However, increasingly, it is used to help anyone trying to better manage their career and balance their work and personal lives. Marty says that includes nearly everyone.

The ABLE session continued with the group discussing the positives and negatives of having one of the six dimensions being predominate in our lives. Then, the group was given the opportunity to plan a strategy for further developing the area that was least represented in their assessment. Specifically, what changes would be made, actions to be taken, a time frame assigned, along with visioning a desired outcome.

CTAPC will conduct further programs using the ABLE Inventory and provide others the opportunity to assess their life balance and plan for changes. The tool is easy to take and is self-scoring.

These two CTAPC programs combined to offer NASA employees the opportunity to examine their present career and, more importantly, take control of their future and plan it deliberately and purposefully--enabling people to know what that "perfect life" would look like and plan for its creation.



NEW PROGRAMS AVAILABLE AT THE LEARNING CENTER

This is a sample of the new programs available in the Learning Center. You can find a complete list of all new courses, plus descriptions, on the Learning Center's home page on the World Wide Web (<http://www.lerc.nasa.gov/WWW/LC>). The easiest way to find our web site is by typing "LC" in the transporter box in LeWEB and pressing enter.

Attitude Virus: Curing Negativity in the Workplace
Communication Essentials Series
(Dis)Ability Awareness
Franklin: Discovery - Focus on Values and Goals
Fundamentals of Radiometry - Calculation, Measurement,
and Calibration
High Impact Communication
How to Deal with Negativity in the Workplace
International Space Station: Engineering the Future
Introduction to Fourier Optics

Knowledge Management: How to Build It and Measure It
Leadership and Safety: Your Role in Ensuring a Safe
Workplace
Making Managers into Leaders
Optical Design: Principles of Optical System Layout
Practical Coach
Safe Driving in Hazardous Conditions
Sexual Harassment: Employee Awareness
Strategic Planning: What is it?

The Learning Center, Organization Development and Training Office, is located in Building 21, Room 3. The hours are 7:30 a.m. to 4:30 p.m. (Monday through Friday). Contact us at PABX 3-2996 or 3-2997 if you have questions regarding our programs or services.

EMPLOYEE RELATIONS ACTIVITY FY97

Employee Relations is the personnel function which centers on establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Managing employee conduct through the use of corrective action is a significant part of the employee relations function.

A summary of the Center's FY97 Employee Relations Activity is listed below.

Disciplinary/Adverse Actions

3 Reprimands

1 Resignation while on a Last Chance Agreement
1 Resignation after receiving proposed removal notice
1 Removal

Other Employee Relations Activity

1 Denial of a within-grade-increase
1 Last Chance Agreement
3 Medical accommodations

Issue

1 Inaccurately recording time
1 Misuse of Government resources
1 Misuse of position

Time/attendance misuse

Unacceptable performance
Unacceptable performance

Issue

Unacceptable performance
Violation of Drug-Free Workplace Program
Health conditions

For your information, a list of employee relations disciplinary terms follows:

Adverse Action - Formal correction action taken for disciplinary and nondisciplinary reasons ranging from suspensions of more than 14 calendar days, furloughs of 30 days or less, reduction in grade or pay, to removal.

Counseling - Placing an employee on notice that his/her conduct is inappropriate/unacceptable. This may be done orally and/or in writing.

Disciplinary Action - Formal corrective action ranging from reprimand to 14-calendar-day suspension, including letters of discipline.

Leave Restriction - A notice that informs an employee that his/her use of leave is being restricted, usually requiring leave be requested in advance and sick leave absence be supported by acceptable medical documentation.

Letter of Discipline - A written disciplinary action that is taken in lieu of a formal suspension action and is temporarily recorded in the Official Personnel Folder.

Last Chance Agreement - An agreement that provides an employee a firm choice between rehabilitation and removal. It constitutes an employee's last chance to remain employed by the Center.

Reprimand - An official written rebuke that is placed in the Official Personnel Folder for up to 2 years.

Removal - Separation of an employee for unacceptable conduct or performance.

Suspension - Placing an employee, for disciplinary reasons, in a temporary status without duties and pay. Suspension actions are permanent records in the Official Personnel Folder.

BENEFITS PHONE LINE

The Office of Human Resources has installed a Benefits Phone Line. The line is available by calling 433-2508. This line will allow you to request the following information:

- Retirement printouts
- Appointment for counseling session
- Retirement application forms
- Thrift Savings Plan (TSP) forms and information
- Federal Employee Health Benefits (FEHB) forms and information
- Federal Employees Group Life Insurance (FEGLI) forms and Information
- NASA Employee Benefits Association (NEBA) forms and information
- Office of Worker's Compensation Programs (OWCP) claim filing and status information
- Leave Program information

AIRPORT COURIER SERVICE

The Center has provided an airport shuttle for a number of years to transport individuals on official travel to and from Cleveland Hopkins Airport. It is the Center's policy that the Airport Courier Service is available to all NASA personnel and resident contractors who are on official business. It may not be used by a friend, relative (including spouse and/or children) or other acquaintance, whether a NASA employee or not, who is not himself/herself an authorized traveler on official business.

The Airport Courier Service uses motor vehicles that are owned/leased by the Center and operated/maintained with appropriated funds. Therefore, the regulations governing the use of Government vehicles are also applied to the Airport Courier Service. One significant statutory requirement of which all employees should be made aware is that relating to the misuse of a motor vehicle. In accordance with 31 U.S.C. 1349(b), a Federal employee who willfully uses or authorizes the use of Government-owned or leased vehicle for anything other than official purposes must be suspended for a minimum of 30 calendar days.

In order to ensure that no willful misuse occurs at the Center, the Logistics and Technical Information Division is monitoring the use of the Airport Courier Service. The names of individuals using the service are being compared against information in the automated travel system. The names of individuals who have used the shuttle and do not have official travel orders issued by Lewis are referred to their supervisors. Many times supervisors are able to verify that the individual was actually on official business that was funded by another source (and therefore not noted in the Lewis automated travel system). If the supervisor indicates that the individual was not on official travel, the Office of Human Resources is notified and assists the supervisor in taking appropriate corrective action.

A Letter of Warning is issued personally to all individuals who use the Airport Courier Service contrary to Center policy. The warning letter reiterates that the service is to be used only for official business and that travel companions not on official business are not authorized to use the shuttle even when traveling with an individual on official travel. The letter also directly orders the individual to adhere to the policy requirements. From June to September 1997, five individuals were found to have used the service contrary to established policy and were issued warning letters. If an individual is found to have used the courier service in circumstances evidencing that they have been fully informed of the policy and requirements, he/she will be charged with willful misuse of a Government vehicle and a proposal to suspend for 30 days will be issued.

NASA EXTERNAL AWARDS

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA awards. A call letter with nomination criteria summaries is sent to the directorate offices for distribution. Please call the Awards Office at PABX 3-2848 for specific information.

The following is a list of non-NASA External Awards solicitation due this quarter, January to March 1998.

Arthur S. Flemming Award
Women in Science and Engineering (WISE) Awards
Robert J. Collier Trophy
Federal Executive of the Year Award
Francois-Xavier Bagnoud Aerospace Prize
Nelson P. Jackson Award
Innovations in American Government
Thomas O. Paine Memorial Award for the Advancement of Human Exploration of Mars
AIAA Awards
Woman of the Year
National Operations Security (OPSEC) Awards
Public Service Excellence Award
Electrotechnology Transfer Award

Institute of Navigation Awards - Thurlow, Hays, Weems, and Superior Achievement Awards
National Public Service Awards
FTS2000 Awards
National Association of Government Accountants Awards
Interagency Committee on Information Resources Management (IAC/IRM) Awards Program
OPM Director's Award for Outstanding Work and Family Programs
OPM Director's Award for Outstanding Employee Health Services
Programs
Federal Environment Quality Awards
Harry Diamond Memorial Award

REMINDER

If your area code has been changed from 216 to 330 or 440, please complete form C-405a, available from your Division Office. This information will update your personnel information, as well as the emergency notification listing, which is maintained by security.

1998 LEAVE YEAR

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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PAID HOLIDAYS



END OF PAY PERIOD

PROPOSED 1998 PAY CHART

The following is the proposed 1998 General Schedule Pay Chart for Cleveland - Akron, pending authorization from the President, which is expected sometime in December.

**INCORPORATING THE 2.30% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF
6.35% FOR THE LOCALITY PAY AREA OF CLEVELAND-AKRON, OH
(Net Increase: 3.11%)**

Effective January 1998 Annual Rates by Grade and Step

	1	2	3	4	5	6	7	8	9	10
GS-1	\$13,783	\$14,242	\$14,701	\$15,157	\$15,617	\$15,887	\$16,337	\$16,794	\$16,813	\$17,244
2	15,496	15,865	16,379	16,813	17,000	17,500	18,000	18,500	18,999	19,499
3	16,909	17,472	18,036	18,600	19,163	19,727	20,291	20,854	21,418	21,981
4	18,981	19,614	20,247	20,880	21,512	22,145	22,778	23,411	24,044	24,676
5	21,237	21,945	22,654	23,362	24,070	24,778	25,487	26,195	26,903	27,612
6	23,671	24,461	25,250	26,039	26,828	27,617	28,406	29,195	29,984	30,773
7	26,305	27,181	28,057	28,934	29,810	30,686	31,563	32,439	33,315	34,192
8	29,132	30,103	31,074	32,045	33,016	33,987	34,958	35,929	36,900	37,871
9	32,178	33,251	34,324	35,398	36,471	37,544	38,617	39,690	40,763	41,836
10	35,436	36,617	37,799	38,980	40,162	41,344	42,525	43,707	44,888	46,070
11	38,934	40,231	41,529	42,826	44,124	45,421	46,718	48,016	49,313	50,611
12	46,662	48,218	49,774	51,330	52,886	54,442	55,998	57,553	59,109	60,665
13	55,489	57,339	59,188	61,037	62,887	64,736	66,586	68,435	70,285	72,134
14	65,571	67,757	69,942	72,128	74,313	76,499	78,684	80,870	83,055	85,241
15	77,130	79,702	82,273	84,845	87,417	89,988	92,560	95,131	97,703	100,274